**Present**: Heather Davis Schmidt, Linda Simon, Barb Rasmussen, Sarah Conkle, Shannon Fiebelkorn, Stacey Rossmiller, , Catherine (Carrie) Sweatland, Amy Smart, Michelle Thornblade, Susie Mueller, Tracy Ursery

**Absent:** Leon Slater, Dave Rott, Andrea Schuelter, Jackie Smith, Carl Thornblade, Molly Iverson, Nicole Schreckendgust

**Resigned**: Jackie Smith

1. Brief introductions and re-cap of previous meeting
2. Jackie Smith needed to resign for various family issues but did articulate the following: My philosophy was always that it was all of our jobs to work together to keep Nathan safe, but ultimately to educate and empower him to keep himself safe in a world that if full of nuts and shellfish and people who do not understand or take it seriously.
3. Shannon and Amy shared and reviewed their edited work of the FARE’s “responsibilities”. They added a few items to the FARE list but did not delete any. Some time was spent on concept of “not using food as a reward or incentive.” The GMM nutrition group would also support this. It was suggested that the teachers also have access to the “parent responsibilities.” Some items are specific to 504’s and need to be individualized.
4. Sarah shared her work which included “Notes from Communication Parking Lot”, “Communication flow chart K-5”, “Communication checklist K-5”, “Communication flow chart 6-8”, and “Communication checklist 6-8”. We did not take extensive time to review in detail but Sarah explained the concept of checklists and how they needed to be individualized for various grade levels. She did not feel like she knew high schools well enough to make a check list for that level. Susie volunteered to edit for HS and Linda will ask Leon Slater if he might be able to help with that as well.
5. Sarah had also emailed FARE to ask about training tools and they did email her back. They provided a list of various products with the only one they endorse being theirs called “AllergyReady.com. Sarah did do that course and it was about an hour in length.
6. Heather discussed how these resources could be pulled together to incorporate into the district’s Administrative Procedures and outlined a proposed schedule. It was discussed that this is a tight schedule but will be the goal.
   * Completed forms (tools, checklists etc.) to committee members electronically by June 6th
   * Members review and provide feedback by June 20th
   * Potential edits completed and to district attorney for review by late June
   * Attorney to complete mid-July
   * Revisions/feed- back to committee members late July
   * Draft to principals early August
   * Procedures to **Personnel, Negotiations and Policy (PN&P) Committee on August 27th**
7. **Issue raised of how long committee will meet i.e. next year, future years etc. Heather clarified that the committee may continue until the work is completed to point where members are comfortable with the progress. The need to re-convene may be needed on an intermittent basis.**
8. We set the date of **June 3rd Tuesday from 4-6** **Room 14** to begin the process of discussing how to have a conversation with the community regarding district served peanut butter. (Who are the other stakeholders and how to we engage them in a conversation). Heather clarified that those future meetings would be “public meetings” and follow those applicable pre-notice laws.

Next steps:

* Linda will email Susie Sarah’s forms
* Linda will ask Leon if he is willing to look those forms over for a high school perspective
* Susie and Sarah will work on the high school version to completion.
* All the committee members will endeavor to review the forms re-sent by June 6th.
* All the committee members will endeavor to review forms and provide feedback by June 20th.